

## Time & Leave Entry

### Compensatory Time Earned and Taken

**SCENARIO:** Report compensatory time earned and taken during the same pay period for a non-exempt employee. Employee's default work schedule is 8 hours Monday – Friday. Employee worked 9 hours on Monday and Tuesday and 8 hours Wednesday – Friday of the first week (Wk1). Since Employee is earning 3 compensatory time in the first week (2 hours \*1.5), the employee requested and was approved for 3 hours Compensatory Time Taken on Friday of the second week (Wk2).

<b>STEP 1:</b>	Select the menu items in the following order: <b>Time and Leave &gt; Maintain Employee Timesheet</b>
<b>Expected Results:</b>	The Find an Existing Value page will display.
<b>STEP 2:</b>	<p>You must enter <b>SOKID</b> in the Set ID field.</p> <p>You may enter the following primary search criteria:</p> <ul style="list-style-type: none"> <li>A. <b>Department ID</b> in the "Department" field;</li> <li>B. <b>Pay Period End Date</b> in the Pay Period End Date field;</li> <li>C. <b>Employee ID</b> in the "EmplID" field;</li> <li>D. <b>Employment Record Number</b> in the "Employment Rcd Nbr" field;</li> <li>E. Click <b>Search</b>.</li> </ul> <p>You may wish to enter the following alternate search criteria:</p> <ul style="list-style-type: none"> <li>A. Employee's <b>Name</b> in the "Name" field; or</li> <li>B. Employee's <b>Social Security Number</b> in the "Social Security #" field.</li> </ul>
<b>Expected Results:</b>	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-D, the Time Entry Daily page will display instead of the search results.
<b>STEP 3:</b>	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by <b>Clicking</b> on the employee's row of information.
<b>Expected Results:</b>	The employee's timesheet will display.
<b>STEP 4:</b>	<b>Change</b> the default 8.00 Regular (REG) hours on Monday (Wk1) by <b>Clicking</b> in the Monday Wk1 hours/day field of the REG row that should be 9. <b>Highlight</b> the 8 REG hours and <b>Enter 9. Tab Once</b> to Tuesday Wk1. The 8.00 hours on Tuesday Wk1 should be highlighted. <b>Type 9.</b>
<b>Expected Results:</b>	Eight Hours on Monday and Tuesday WK1 of REG are now 9.00.

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<b>STEP 5:</b>	<b>Tab</b> three times to the Friday Wk1 field and <b>Enter 6</b> . Note: You can also Click and Highlight the 8 hours on Friday Wk1 and then enter 6.
<b>Expected Results:</b>	Wk1 Friday 8.00 hours are now 6.
<b>STEP 6:</b>	<b>Tab</b> multiple times to the Friday Wk2 field and <b>Enter 5</b> . Note: You can also Click and Highlight the 8 hours on Friday Wk2 and then enter 5.
<b>Expected Results:</b>	Wk2 Friday 8.00 hours are now 5.
<b>STEP 7:</b>	<b>Click</b> on the "yellow plus (+) button to add a new row of data.
<b>Expected Results:</b>	A new data row will appear.
<b>STEP 8:</b>	<b>Enter "CME"</b> (Comp Time Earned) in the Earnings Type field. <b>Tab</b> to Friday Wk1 and enter 2. Note: You can also Click in the Friday Wk1 field and then enter 2.
<b>Expected Results:</b>	The hours recorded for Wk1 are now complete.
<b>STEP 9:</b>	<b>Click</b> on the "yellow plus (+) button to add a new row of data.
<b>Expected Results:</b>	A new data row will appear.
<b>STEP 10:</b>	<b>Enter "CMT"</b> (Comp Time Taken) in the Earnings Type field. <b>Tab</b> to Friday Wk2 and enter 3. Note: You can also Click in the Friday Wk2 field and then enter 3.
<b>Expected Results:</b>	The hours recorded for Wk1 and Week 2 are now complete.
<b>OPT. STEP 11:</b>	<b>Click</b> on the "yellow Refresh" button.
<b>Expected Results:</b>	When Clicking on the Refresh button or upon Saving the page, the following figures display: FLSA Wk1/Wk2: 42/37; CTLA: 82.
<b>STEP 12:</b>	<b>Click</b> on the "Ok to Process?" checkbox.
<b>Expected Results:</b>	A checkmark will display in the "Ok to Process?" box.
<b>STEP 13:</b>	<b>Click</b> on "SAVE."
<b>Expected Results:</b>	The words, Processing and then Saved, will flash on the upper

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<b>Results:</b>	right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.
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